

## WORK REQUEST (CONTROLLED MAINTENANCE)

NAVDOCKS 2351 (5-56)

(See Instructions on Reverse Side)

## PART I-REQUEST (Filled out by Requestor)

1. FROM: <b>ARCHIVES &amp; RECORDS CENTER</b>		2. REQUEST NO.
3. TO: <b>CHIEF, ENGINEERING</b>		4. DATE OF REQUEST <b>9 Feb. 1966</b>
5. REQUEST FOR <b>TO be included in FY 1967 Budget</b>		6. DESIRED COMPLETION DATE
<input checked="" type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK		
7. FOR FURTHER INFORMATION CALL: <div style="border: 1px solid black; width: 150px; height: 15px;"></div>		8. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
9. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)		

Make necessary repairs to heating and air conditioning system  so that system will again function normally and provide a constant temperature and relative humidity.

10. FUNDS CHARGEABLE	11. <div style="border: 1px solid black; width: 150px; height: 15px;"></div>
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 PART II-COST ESTIMATE  
 (Filled out by Maintenance Control Div. if estimate requested)

12. TO:		13. ESTIMATE NO.
14. COST ESTIMATE		15. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
a. Labor		16. SIGNATURE
b. Material		
c. Overhead and/or Surcharge		
d. Contingency		
e. TOTAL \$		17. DATE

## PART III-ACTION (Filled out by Requestor)

18. TO:	
19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVCOMP 140 <input type="checkbox"/> OTHER	20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS
21. SIGNATURE	22. DATE

(See Part IV on Reverse Side)

16-72991-1

2351-1

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PART IV--REMARKS

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**INSTRUCTIONS FOR PREPARING FORM**  
**IF ESTIMATE IS DESIRED BEFORE WORK IS STARTED**

Requestor prepares original and three copies. The original and two copies are forwarded to the Public Works Department. The requestor retains one copy. Requestor fills in all items in Part I, checking "Cost Estimate" in Item 5. Requestor attaches sketch or plan if necessary and checks proper block in Item 8. The original and one copy will be returned to the requestor with Part II completed by the Public Works Department. If the Work Request is disapproved

the reasons for disapproval will be stated in Part IV, signed by the Public Works Officer, and the original and one copy returned to the requestor. If the requestor desires the work to proceed in accordance with the estimate provided, he should fill out Part III, checking Item 19 and attaching the document citing the funds to be used. If the requestor decides not to authorize the work the appropriate box in Item 20 should be checked. The original form, in either case, is returned to the Public Works Department.

**IF ESTIMATE IS NOT DESIRED BEFORE WORK IS STARTED**

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## WORK REQUEST (CONTROLLED MAINTENANCE)

NAVDOKS 2351 (3-56)

(See Instructions on Reverse Side)

## PART I-REQUEST (Filled out by Requestor)

1. FROM:

**ARCHIVES & RECORDS CENTER**

2. REQUEST NO.

3. TO:

**CHIEF, ENGINEERING**

4. DATE OF REQUEST

**9 Feb. 1966**

5. REQUEST FOR

**To be included in FY 1967 Budget**

6. DESIRED COMPLETION DATE

**ASAP**☒ COST ESTIMATE☐ PERFORMANCE OF WORK

7. FOR FURTHER INFORMATION CALL:

8. SKETCH/PLAN ATTACHED

☐ YES☒ NO

9. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)

**Install Bomb Waiver between first and second floor of Building [ ] Plans are on file in [ ] Office.**

**NOTE: Due to Security reasons must be accomplished by station personnel.**

10. FUNDS CHARGEABLE

11. SIGNATURE (Requesting official)

PART II-COST ESTIMATE  
(Filled out by Maintenance Control Div. if estimate requested)

12. TO:

13. ESTIMATE NO.

## 14. COST ESTIMATE

15. SKETCH/PLAN ATTACHED

☐ YES☐ NO

a. Labor

b. Material

c. Overhead and/or Surcharge

d. Contingency

e.

TOTAL \$

17. DATE

## PART III-ACTION (Filled out by Requestor)

18. TO:

19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved)

☐

NAVCOMP 140

☐

OTHER

20. WORK REQUESTED

☐

HAS BEEN CANCELED

☐

HAS BEEN DEFERRED

☐

WILL BE PERFORMED BY OTHERS

21. SIGNATURE

22. DATE

(See Part IV on Reverse Side)

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PART IV-REMARKS

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WORK REQUEST (CONTROLLED MAINTENANCE)  
NAVDOKS 2351 (5-56)

(See Instructions on Reverse Side)

## PART I-REQUEST (Filled out by Requestor)

1. FROM: <b>ARCHIVES &amp; RECORDS CENTER</b>		2. REQUEST NO.
3. TO: <b>CHIEF, ENGINEERING</b>		4. DATE OF REQUEST <b>9 Feb. 1966</b>
5. REQUEST FOR <b>To be included in FY 1967 Budget</b>		6. DESIRED COMPLETION DATE
<input checked="" type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK		
7. FOR FURTHER INFORMATION CALL: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		8. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
9. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)		

Provide ventilation to rest rooms on first floor in Bldg.

**NOTE: This project can be accomplished by outside contractor.**

10. FUNDS CHARGEABLE		
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PART II-COST ESTIMATE  
(Filled out by Maintenance Control Div. if estimate requested)

12. TO:		13. ESTIMATE NO.
14. COST ESTIMATE		15. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
a. Labor		16. SIGNATURE
b. Material		
c. Overhead and/or Surcharge		
d. Contingency		
e. TOTAL	\$	17. DATE

## PART III-ACTION (Filled out by Requestor)

18. TO:	
19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved)	20. WORK REQUESTED
<input type="checkbox"/> NAVCOMP 140 <input type="checkbox"/> OTHER	<input type="checkbox"/> HAS BEEN CANCELED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS
21. SIGNATURE	22. DATE

(See Part IV on Reverse Side)

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PART IV-REMARKS

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**WORK REQUEST (CONTROLLED MAINTENANCE)**  
NAVDOKS 2351 (5-56)

(See Instructions on Reverse Side)

## PART I-REQUEST (Filled out by Requestor)

1. FROM: <b>ARCHIVES &amp; RECORDS CENTER</b>		2. REQUEST NO.
3. TO: <b>CM/ENGINEERING DIV.</b>		4. DATE OF REQUEST <b>14 Feb. 1966</b>
5. REQUEST FOR <input type="checkbox"/> COST ESTIMATE <input checked="" type="checkbox"/> PERFORMANCE OF WORK		6. DESIRED COMPLETION DATE <b>ASAP</b>
7. FOR FURTHER INFORMATION CALL: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		8. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO

## 9. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)

~~Perform necessary masonry work to completely close and cover the outside entrance~~  (This is the entrance used  when supplies were stored in this area.) This work must be accomplished so that the wall will be as strong and secure as the other original walls of the addition to Bldg.

## 10. FUNDS CHARGEABLE

PART II-COST ESTIMATE  
(Filled out by Maintenance Control Div. if

## 12. TO:

14. COST ESTIMATE		15. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
a. Labor		16. SIGNATURE
b. Material		
c. Overhead and/or Surcharge		
d. Contingency		
e. TOTAL	\$	17. DATE

## PART III-ACTION (Filled out by Requestor)

18. TO:		20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS	
19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVCOMP 140 <input type="checkbox"/> OTHER		21. SIGNATURE	
		22. DATE	

(See Part IV on Reverse Side)

16-72951-1

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PART IV-REMARKS

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